


New Mexico




Entered the Union:
1912 **Population (est. 1994):**
1,654,000
Rank: 36/50
Land Area (square miles):
121,364
Rank: 5/50

State Historical Records Coordinator:

L. Elaine Olah, State Records Administrator
State Records Center and Archives
404 Montezuma Street, Santa Fe, NM 87503
Telephone: (505) 827-7332

ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1959 State Records Management Initiated: 1959 Archives and Records Management Placement Commission of Public Records, New Mexico State Records Center and Archives (SRCA)	Total State Govt Expenditures (1993): \$4,189,922,000 Total Budget, Archives and Records Management (FY 1994): \$1,310,700 <small>See "Notes" section, below, for program elements included in budget and FTEs.</small> Percent of Total State Expenditures Allocated to Archives and Records: 0.025 % SRCA funding has been relatively stable over last 2 years.

STAFFING						
State Government FTEs (1992):				Number of Archives/Records FTEs per 1000 State FTEs:		
42,159				0.51		
Archives & Records FTEs (1994):				Average earnings for all full-time state employees		
Total 21.5				(Oct. 1992): \$27,036 per year		
Archives 7		Micrographics 3				
Records Mgt 5		Records center 5				
State Rules 1.5				Salary ranges for entry level professionals		
				Archivist \$21,247-29,951		
				Management Analyst III \$25,479-35,916		

HOLDINGS

State Archives

Paper records

Government

14,000

cu. ft.

Nongovernment

1,000

cu. ft.

Microfilm (total no. of rolls)

1,200

rolls

Photographs

90,000

items

Films, videos, audio tapes

600

items

Maps, blueprints, drawings

50

cu. ft.

Books, other printed

4,500

items

Records Center

Paper records

Government

58,627

cu. ft.

Nongovernment

0

cu. ft.

Microfilm (total no. of rolls)

100,212

rolls

Computer tapes

25,000

reels

Maps, blueprints, drawings

3,300


cu. ft.

Computer generated

12,800

reels

ACCESS TO RECORDS IN STATE ARCHIVES



Reference services provided (FY 1994)

Individual daily visits23 per day

Mail requests539

Telephone requests2,818

Reference activity increased over last 2 years.

Services provided free of charge:

Use of reference room

Answers to in-state and out-of-state mail requests

Typed certified copies or exemplifications

Services provided for a fee:

Photocopies and faxes of documents or finding aids

Commercial use of documents/photos

Commercial use fees have been initiated in last 2 years.


Arrangement and description activities (FY 1994)

Records arranged and described88 cu. ft



Descriptions of holdings are provided through:


Nonelectronic finding aids available at State Archives describe 40% of the holdings at the record group level.

Automated finding aids accessible in-house describe 30% of State Archives holdings at the record group level

FACILITIES 	
State Archives Building (owned by NM General Services Department) Constructed: 1934 Renovated: 1971 Total storage capacity: 15,000 cu. ft. Percent now occupied: 100% Already full to capacity New building planned Existing environmental controls (ANSI standards): 100% year-round temperature controls 0% year-round humidity controls 100% fire detection 100% fire suppression	State Records Center (owned by NM General Services Department) Constructed: 1934 Renovated: 1971 Total storage capacity: 40,000 cu. ft. Percent now occupied: 100% Already full to capacity New building planned An additional rented facility is used to house 25% of total holdings. Existing environmental controls: 0% year-round temperature controls 0% year-round humidity controls 100% fire detection 0% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES	
Technical assistance provided by SRCA (FY 1994): No. completed 650 (state and local agencies) No. of agencies served 111 (state agencies) 80 (local govt officials) No. of local government units (1992): 33 counties 94 school districts 99 municipalities 267 special districts	Services to state and local government agencies Training and consultation Publications Micrographics services State Archives has authority to accept original archival records from local governments; a partial program is in place.

MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 
Microfilming activities by SRCA (FY 1994) Source document microfilming 0 images Processing 152 rolls Duplicating 902 rolls SRCA provides centralized micrographics services for state agencies. SRCA has not experienced redox problems. SRCA stores security microfilm for state and local government agencies.	Preservation activities by SRCA (FY 1994) No activity reported. SRCA does not have a written preservation plan and but does have a written disaster plan. SRCA does not have has a preservation officer and does not employ a trained, full-time conservator. New Mexico does not have a statewide preservation plan but does have a disaster response team for public agencies only which is administered by the SRCA.

AUTOMATED APPLICATIONS 	
State Archives uses the following automated applications: Finding aids Wang WP Word Processing Accessioning Wang WP Word Processing Inventory control Speed II Database on Wang VS Records scheduling Speed II Database on Wang VS Correspondence Wang WP Word Processing Space management Wang Utilities, Norton Utilities Bookkeeping MS Exce	Electronic Mail SRCA staff can communicate within the agency and with other state government agencies through both a government-wide e-mail system and through another provider. NASIRE reports that New Mexico has e-mail for those on central mainframe and is implementing LAN-to-mainframe and LAN-to-LAN e-mail bridges.

ELECTRONIC RECORDS

SRCA has an electronic records management program integrated with its regular program.

SRCA has surveyed/inventoried and scheduled dispositions for electronic records.

SRCA provides security storage for but has not accessioned electronic records.

Key initiatives re: electronic records

Statewide implementation of Performance Guidelines for the Legal Acceptance of Public Records Produced by Information Technology Systems.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1959 statute, revised 1995 (Public Records Act)
Includes electronic records.

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, no time limits set.

Permanent paper standards

1959 statute requires "all paper, ink, and other materials used in public offices for the purposes of permanent records" to be "of durable quality."

Optical imaging standards

None

Admissibility of microfilm

1978 statute

Admissibility of optical images

1995 statute

Admissibility of electronic records

1994 regulations

Theft/defacement of a public record

1959 statute

Replevin

1959 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

No activity reported.

Information Policy Coordination

Constituted formally, assigned to an independent agency; SRCA is active in the state's information policy work.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that New Mexico is implementing interactive voice response in several agencies and kiosks across agencies.

NGA did not report activity for New Mexico in its technology inventory.

New Mexico State Government Information
<http://www.state.nm.us/>

FOR FURTHER INFORMATION**State Archives and Records Management**

L. Elaine Olah, State Records Administrator
State Records Center and Archives
404 Montezuma Street, Santa Fe, NM 87503
Telephone: (505) 827-7332 Fax: (505) 827-7331

Notes**Program elements included in Archives and Records Management budget and FTE figures:**

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the New Mexico budget and personnel figures also cover

- centralized micrographics,
- preservation microfilming,
- records center-state rules

The New Mexico State Records Center and Archives must also pay \$104,500 in space charges for an auxiliary facility out of its budget. The budget figures include fees received for services.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: L. Elaine Olah, State Records Administrator, State Records Center and Archives, 404 Montezuma Street, Santa Fe, NM 87503. Telephone: (505) 827-7332

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.